

DDS&T 552-75

13 FEB 1975

MEMORANDUM FOR: Chief, Records Center  
THRU : Chief, Records Administration Branch/ISAS  
SUBJECT : Temporary Approval to Retire OSA/DDS&T  
Records by OEL/DDS&T & OD&E/DDS&T

1. Permission is requested by OEL and OD&E to retire certain files series to the Records Center that are listed in the records control schedule of the disestablished Office of Special Activities.

2. Because OEL and OD&E intend to amend their records control schedules to include the above mentioned files series, this waiver is only being asked for 30 days. Please call me if you have any questions regarding this request.

 STATINTL

DDS&T Records Management Officer

Approved:

/s/ 

STATINTL

C/RAB/DDSA/ISAS

14 FEB 1975

CLASSIFICATION

Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300001-0

DATE

## MICROFILMING PROPOSAL FOR EVALUATION

15 JAN 73

TO: Agency Records Management Officer  
702 Magazine Building

FROM:

DDS&amp;T/OSA

THRU: Directorate Records Management Officer

FILE IDENTIFICATION (Include Title, Description, and inclusive dates)

CHRONO FILES 1970 thru 1971

STATINTL

[REDACTED]				OFFICE <b>OSA</b>	LOCATION OF FILE (Room and Building) <b>1D-08 [REDACTED] BLDG</b>	
IS FILE ON RECORDS CONTROL SCHEDULE		SCHEDULE NO. <b>93-67-1</b>	ITEM NO. <b>4</b>	RETENTION PERIOD		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				OFFICE SPACE <b>ANNUAL</b>	RECORDS CENTER <b>TEMPORARY</b>	
PRESENT VOLUME (cu. ft.)		REFERENCES PER MONTH		EST. ANNUAL GROWTH (cu. ft.)		
OFFICE SPACE <b>3</b>	RECORDS CENTER <b>3</b>	OFFICE SPACE	REC CTR.	<b>2</b>		
FILE ARRANGEMENT (alpha, numeric, chrono, etc.) <b>NUMERIC</b>				IF REARRANGEMENT OF FILE NECESSARY, DESCRIBE <b>NONE</b>		

## FILE USAGE

WHO HAS ACCESS TO FILES (clerks, analysts) <b>OSA STAFF</b>	FILE SERVES HOW MANY <b>150</b>	WHERE ARE USERS LOCATED
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## DESCRIPTION OF FILE MAKEUP

<input checked="" type="checkbox"/> LETTER	CARD	MAPS	ADP TAB PAPER
LEGAL	PLANS	ENG. DRAWINGS	OTHER (specify)
PAPER SIZE <input checked="" type="checkbox"/>	UNIFORM	VARIES	MAX. SIZE
PAPER STOCK	UNIFORM <input checked="" type="checkbox"/>	VARIES	BOND <input checked="" type="checkbox"/>
PAPER COLOR	UNIFORM <input checked="" type="checkbox"/>	VARIES	WHITE
FILE MAKEUP	ORIGINAL <input checked="" type="checkbox"/>	CARBONS <input checked="" type="checkbox"/>	REPROS
FASTENERS	PRONGS	CLIPS	STAPLES

OTHER FACTORS WHICH MAY AFFECT MICROFILMING

NONE

EST % OF UNPRODUCTIVE MATERIAL CURRENTLY IN THE FILE	WHO WILL PURGE FILE BEFORE FILMING <b>RMO &amp; STAFF</b>	ADDITIONS TO FILE WILL BE FILMED	INDEXING NEEDED
		QUARTERLY	ANNUALLY
		SEMI-ANNUAL <input checked="" type="checkbox"/>	OTHER
			YES <input checked="" type="checkbox"/> NO

## PURPOSE OF MICROFILMING

<input checked="" type="checkbox"/> DISPOSAL (To reduce cost of space or equipment)	TO PRODUCE FILM OR PAPER COPIES	TO SAVE LABOR AND TIME IN REPETITIVE OPERATIONS	PRESERVATION OF DETERIORATING RECORDS	<input checked="" type="checkbox"/> SECURITY (Vital Records)	OTHER (Describe below)
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INDICATE NATURE OF PURPOSE, IF ABOVE DESCRIPTION IS NOT ADEQUATE. (Also include proposed disposition of hard copy after filming is completed.)

INDEXING WILL BE ACCOMPLISHED ON FORM 3192

STATINTL

HARD COPIES WILL BE PROOFED FOR ACCURACY AND DESTROYED

## REVIEWS AND CONCURRENCES

AGENCY RMO

1/19/73 11/08/31 CIA-RDP78-073